Whitehall Township Public Library  
3700 Mechanicsville Rd.  
Whitehall, PA 18052  
BOARD OF TRUSTEES MEETING - MINUTES  
Thursday, June 7, 2023

President Fran Lloyd called the meeting of the Whitehall Township Public Library Board of Trustees to order at 6:38 p.m. in the library.

Present:  
Susan Bielucke, Director  
Fran Lloyd, President  
Tom Ernst  
Melissa Sassaman, Secretary  
Joan Shafer, Vice President  
Dhara Dekhtawala  
Denise Shaffer

Absent:  
Kathy Betz, Treasurer  
Guest: Ed Hozza

MINUTES OF THE PREVIOUS MEETINGS:  
Motion to accept May 11, 2023 minutes by Joan Shafer, Denise Shaffer seconded and the motion carried.

LIBRARY DIRECTOR'S REPORT:

- Fundraising:
  - The spring fundraising letter has yielded donations of $5,000.00.
  - The yard sale netted $501.00.

- Personnel:
  - Susan Bielucke has been interviewing candidates for the part-time circulation desk position.
  - The bookkeeper has returned and will be working limited hours.
  - Susan has received all staff self-evaluations. She will begin evaluations this week and continue next week.

- Outreach/Collaboration:
  - WCSD Summer Book Club Partnership- WTPL is partnering with WCSD to provide book discussion programming for grades 6-12. Two book discussion sessions will be scheduled per grade.
  - Plant a Row- WTPL will accept donations of fresh produce 9 a.m.-4 p.m. Mondays in partnership with Plant a Row Lehigh Valley. Produce will go to Whitehall Food Pantry.
  - Greenway Early Learning Center “Little Free Library”- WTPL will provide books and information on how to obtain a library card.

- Programs:
  - Summer Reading Program: June 12-August 5. “All Together Now” theme. Programs, incentive reading challenges, prizes. Birds of Prey presented by Hawk Mountain June 10 1 p.m.
  - Ongoing Programs: Community Quilt; Paper Crane Project
  - Upcoming Children’s and Teen’s Programs:
    - 6/13 1 p.m. Stickerpalooza; 6/14 11 a.m. & 1:30 p.m. Flag Day Craft; 6/15 1 p.m. Library Rocks; 6/20 1 p.m. Teen Friendship Bracelets; 6/21 1 p.m. Oodles of Floor Puzzles; 6/21 6 p.m. Creation Station; 6/22 1 p.m. Lego Time; 6/26 6 p.m.
7th Grade Book Discussion “Gathering Blue”; 6/27 1 p.m. Cookie Taste Testing; 6/27 6 p.m. 6th Grade Book Discussion “Refugee”; 6/29 11 a.m. Therapy Dog Story Time
- Upcoming Adult Programs:
  - On the Same Page: Under the Whispering Door 6/15 6:30 p.m.; Intro to Domestic & Intimate Partner Abuse 101 presented by Turning Point 6/22 6:30 p.m.; Mosquitoes & Ticks for Homeowners 6/29 3 p.m.

FINANCIAL REPORT OF THE TREASURER:
Tom Ernst moved to accept the Financial Report. Denise Shaffer seconded and the motion was approved.

PRESENTATION/ACTION ON BILLS:
Joan Shafer made a motion to approve total May payments in the amount of $22,268.22. Tom Ernst seconded and the motion carried.

COMMITTEE REPORTS/DISCUSSIONS:

BUILDING AND GROUNDS (Joan, Tom):
- WCSD maintenance will take a look at the fallen tree near the shed.
- The board discussed a proposal for ADA-compliant upgrades and renovations submitted June 1, 2023 by BDA Architects, LLC. Susan Bielucke will coordinate with Ed Hozza to contact Whitehall Township regarding ADA requirements and inspections.

PERSONNEL (Fran, Melissa):
- Subsequent to a discussion regarding the minimal premium increase for 2023-2024, Fran Lloyd made a motion to renew WTPL’s existing group medical coverage (Highmark PPO Blue $2500 100/80 Gold). Denise Shaffer seconded the motion and the motion was approved.

BUDGET/FINANCE (Kathy, Joan, Denise):
- Susan Bielucke noted the approaching maturation date on the library’s Certificate of Deposit. She will contact Embassy Bank for updated CD rate information.

COMPUTER/OPERATING (Denise, Fran, Melissa):
- The board discussed the library’s need for a cyber security insurance policy.
- A cost estimate for a new server and related software and licensing in the amount of $14,187.79 was received from East Coast Network Services. Licensing fees are an annual expense. Denise Shaffer made a motion to accept the estimate and authorize the purchase. Joan Shafer seconded the motion. The motion carried.

POLICIES/BYLAWS (Fran, Tom, Kathy):
- The Board Bylaws Article 3, Section 3 (Membership) were discussed. Board of Trustees members may serve two continuous 3-year terms. After one year, board members may return for two more continuous 3-year terms.
- The next Policy Review will begin July 2024.
OLD BUSINESS:
- Joan Shafer moved to approve Ed Hozza as a new member of the WTPL Board of Trustees. The motion was seconded by Tom Ernst and approved by the board.

NEW BUSINESS:
- None.

ADJOURNMENT: Motion to adjourn made by Joan Shafer. Seconded by Dhara Dekhtawala. Meeting adjourned at 7:50 PM.

NEXT MEETING: July 13, 2023 at 6:30 p.m.

Respectfully Submitted,
Melissa Sassaman, Secretary